

	Virginia Department of Agriculture and Consumer Services Division of Animal, Plant and Food Industry Services Office of Veterinary Services P. O. Box 1163 - Richmond, VA 23218 Phone: 804-786-2481 Fax: 804-371-2380 E-mail: cowhite@vdacs.state.va.us	<h2 style="margin: 0;">Animal Record</h2> <p style="margin: 0; font-size: small;">Please complete and return one consolidated report to the VDACS address no later than January 15.</p>						
Locality/Society Name			Calendar Year			Category		
Address			Telephone			Facsimile		
			Preparer's Signature					
City, State, Zip			County		Title			

Species	Number Received							
	A	B	C	D	E	F	G	H
	On Hand January 1	Stray	Seized	Bite Cases	Surrendered by Owner	Received From another VA locality or facility	Others	TOTALS
Dogs								
Cats								
Other Companion Animals								
Hybrid Canines								
Equine								
Livestock								
Poultry								
TOTALS								

Column F: ***Animals received from: _____
 (Name of County facility, City facility, Humane Society, SPCA or other organization - Give complete name & mailing address. Use reverse of form if needed.)

Column G: ****Include in this column births at the facility and other miscellaneous receipts of animals (Specify here) _____

	Picked-up Dead	Relocated/Released to Wild	Euthanized	TOTALS
Wildlife				

Manner/Method of Disposition										
	I	J	K	L	M	N	O	P	Q	R
Species	Re-claimed by Owner	Adopted	*** Transferred to another VA locality or facility	Transferred to approved out-of-state facility	Transferred or Sold to Entity Identified in in '3.1-796.96	Died in Facility	Euthanized	Misc.* Explain Below	On Hand December 31	TOTALS
Dogs										
Cats										
Other Companion Animals										
Hybrid Canines										
Equine										
Livestock										
Poultry										
TOTALS										

Column K: ***Animals transferred to: _____
 (Name of County facility, City facility, Humane Society, SPCA or other organization - Give complete name & mailing address. Use reverse of form if needed.)

<i>Miscellaneous Explanation: (*Include breakdown by species of any animals that may have been stolen or that may have escaped from this facility.)</i>

INSTRUCTIONS FOR COMPLETING THE ANIMAL RECORD FORM

All localities (counties, cities, towns) with animal control operations are responsible for completing this form. This includes those localities that contract with humane societies and rescue operations for impoundment facilities. Humane societies, rescue operations and related organizations that receive animals for sheltering and/or adoption are also required to complete this form.

This report covers a **calendar** year (January 1 - December 31). Only one sheet, an **annual summary**, is to be submitted. If individual monthly reports are received, they will be returned to the reporting entity for correction and re-submission.

A review of past reports indicates that clarification is needed for some localities on how animals may be taken in to a facility. There are six (6) ways a facility may take possession of or receive an animal:

Column B - Stray: An animal, not under the control of its owner, that is picked up running at large or brought in to the operation by an animal control officer or third party.

Column C - Seized: This category was, and is, intended for those animals taken because of violations of the Comprehensive Animal Laws. These seizures may result in court cases and are a main reason for this new law on reporting.

Column D - Bite cases: As a result of questions on how to report these animals since some animals are involuntarily taken from their owners and other owners may voluntarily turn them in, a new category for this information has been added to the form. Include all animals involved in bite cases that **come into the facility** whether they are there voluntarily or involuntarily on the part of the owner. Do not include "home quarantines". Do not include the numbers for these animals in any other "received" column.

Column E - Surrendered by Owner: This category is intended to include all animals that are turned in to the facility by the **owner** because they no longer want the animal, for whatever reason.

Column F - Received from Another VA Locality or Facility: Some localities and organizations transfer ownership of animals at the expiration of the required holding period to another locality or organization. A county, city or town may not have a facility and contract with another to house their animals. Animals received in this manner are recorded here. A line has been indicated on the front of the form to indicate the name of the facility that animals were received from. *(The facility transferring the animals should also record the transfer numbers in Column >K= on forms issued to them.)*

Column G - Others: This column may be used to record the birth of animals at the facility. However, please state on the line for column G the reason for the numbers shown.

The sum of columns A through G should be recorded in column H – "TOTAL" - and should balance.

The spaces for wildlife handled include those dead animals that were removed from roadways and private or public property. In addition, animals recorded in the "Relocated" box would include any live wildlife picked up and released back into the wild.

Comments and questions received regarding the Manner/Method of Disposition information requested on this form indicate the following points that need to be made:

- ☐ If animals are transferred to another Virginia locality or facility (Column K), that number should be entered in the appropriate column. A line has been added beneath the Disposition chart on which to indicate the name of the locality or facility that the animals were transferred to. Please use the reverse side of the form and include complete names and mailing addresses for those facilities that receive animals.
- ☐ The facility receiving the animals should include those numbers in their received column (Column F). It has been noted that a SPCA or similar organization has indicated animals received from animal control, but animal control's report did not indicate a transfer. Also, pounds have reported a transfer but the SPCA or similar organization did not report a receipt of animals.
- ☐ The total numbers of animals received and disposed of should balance. Please double check your summary figures before submitting the annual report to our office.
- ☐ The disposition methods listed have adequately covered the animals handled. However, a new "miscellaneous" category has been included where escapes and stolen animals can be listed.

The sum of columns I through Q should be recorded in column R. Column R totals should balance with column H.

Any additional comments concerning the information reported should be included on the reverse of the form. Please begin using this form immediately for your consolidated year-end report. If you wish, make copies to use as a monthly report. New forms will **not** be mailed out for the next yearly reporting period unless the form is substantially revised. Please make all copies as needed for your animal control operations for your monthly use, etc. Remember, the annual summary report is due in our office no later than January 15 of each year.

IF NO ANIMALS ARE HANDLED DURING THE REPORTING PERIOD, A NEGATIVE REPORT IS REQUIRED.

An electronic copy of this information can be obtained at <http://www.vdacs.state.va.us/forms-pdf/ais/admin/animalrecord.pdf>. If you have any questions or comments on these reporting requirements, please contact us in Richmond at 804-786-2483 or e-mail us at cwhite@vdacs.state.va.us.